

Dear CDFI Program Awardee:

Congratulations once again on having been selected to receive funding through the FY 2003 CDFI Program. As you know, in order for funds to be disbursed, your organization first must enter into an Assistance Agreement with the CDFI Fund. The Assistance Agreement will set forth the terms and conditions for the award and will include, among other items, your organization's compliance and reporting responsibilities for the term of the agreement.

Attached to this e-mail message is a copy of the draft Assistance Agreement form. We are sending this document to you for your review.

Please note that, in the near future, we will tailor the form document to include the specific terms and conditions for your organization, which will be based on the application that your organization submitted and the type of funding that your organization was awarded. After we have tailored the document to your organization, we will send it to you for final review and signature.

At this time, however, we are seeking your thoughts and comments on the attached document. Please forward your thoughts and comments, if any, by e-mail to the CDFI Fund's Office of Legal Counsel, at assistanceagreement@cdfi.treas.gov. At this time, the Fund is not seeking comments that pertain to your organization's specific award. Instead, we are seeking comments regarding the general requirements set forth in the document.

If you have entered into an assistance agreement with the CDFI Fund for a prior award, you will note that we have made several changes in the new form document.

Please note that when the Fund prepares and tailors the final document to your organization's award, we will note on the checklist on the second page of the cover form the specific sections of the agreement that are applicable to your organization's award: only those sections will be made part of your agreement (for example, if the award is in the form of a loan, the checklist will note that Schedule 9 is a part of the agreement). All awards will include Schedule 1 (General Terms and Conditions). Likewise, the performance goals on Schedule 7-A will be checked as applicable, based on the type of award and/or information contained in your organization's award application. The Fund does not intend to amend prior year assistance agreements to incorporate the changes in this new form document.

Comments must be received at the e-mail address noted above, by 5:00 p.m. ET, Monday, February 9, 2004. Comments received after that date and time will not be considered.

We look forward to hearing from you.

Jeffrey C. Berg
Legal Counsel